Definitions and Instructions for Completion of Form FS-4731-C, October 2003 Free Eligible Counts For Public School Buildings and Residential Child Care Institutions (RCCIs)

Due Date: **March 31, 2004**

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Part 1:   Adjusted Count of Membership Pupils Eligible for Free Breakfast, Lunch, or Milk Educated in Public School Buildings

Section 31a
Adjust the October 31, 2003, free application count submitted on Form SM-4012 (Column c) as follows:
Note: October counts listed in Column c cannot be increased unless Form SM-4012 is adjusted with the Michigan Department of Education, Food & Nutrition Unit. Upward adjustments after December 31st are only allowed once every three years. Downward adjustments are allowed anytime, but are not necessary if the counts given reflect the accurate counts for the month of October, even if the current count is now lower.

1. Deduct preschool children (Column d);
    *Definition: A preschool pupil is a student who is **not yet** enrolled in kindergarten and is **not counted** as a membership pupil for State Aid purposes.*
2. Deduct adult education participants (Column e)
    (alternative education <u>pupils</u> should not be deducted);
    Definition: An adult education participant is an individual who is enrolled and attending an Adult Basic Education program, English as a Second Language program, a General Education Development Test Preparation program, a Job or Employment Related program, or a High School Completion program and is not counted as a membership pupil for State Aid purposes.
3. Deduct non-membership pupils (Column f);
    Definition: Deduct non-membership pupils. (e.g., special education pupils in intermediate school district membership)
4. Total the deductions in Columns d, e, and f and enter in Column g.
5. Subtract Column g from Column c and enter in Column h.
    (if Column g is zero, enter number in Column c in Column h.)

Section 32d
Indicate the grade span in each school listed on the form in Column i. Using the adjusted free breakfast, lunch, or milk eligible count given in Column h, indicate the number of eligible pupils in grades 1-5 in Column j. This count will be used for the Michigan School Readiness Program (Section 32d) allocation.
Definition: Please confirm that you have entered only the number of children in grades 1-5 eligible for free lunch. Children in Preschool, Kindergarten or in Grades 6-12 should NOT be included in this count.

Part 2:   Adjusted Count of Membership Pupils Eligible for Free Breakfast, Lunch, or Milk Educated in Residential Child Care Institutions
If your district has any membership pupils who are educated in residential child care institutions and are eligible for free breakfast, lunch, or milk, list each institution (Column b), its site agreement number (Column a) and its October 2003 free application count (Column c) in Part 2. Refer to the list of residential child care institutions and counts. Make any adjustments needed for Section 31a and complete the information for Section 32d according to the instructions in Part 1. <u>Do not include pupils from residential institutions who attend public schools in Part 2, since they are already included in the counts in Part 1.</u>

If Part 2 <u>does not apply</u> to your district, please <u>do not</u> complete.

Memorandum and enclosures are available at: <u>http://www.michigan.gov/mdeofs</u>
<u>Keywords "OFS – FS4731c Adj Free Lunch."</u>

Michigan Electronic Grants System (MEGS)

To adjust and verify your October 2003 counts, district and public school academy administrators with a Level 5 MEGS security clearance should follow the procedures given below:

- Log in to MEGS, and if desired, assign Level 4 security to designated staff by clicking *Application Security Level(s)* under *Maintain MEGS Accounts.*
- Select *October Free Eligible Counts*, from the *Initiate Application* picklist, then click on *Apply for a New Grant*.
- Follow the on-screen instructions for the *Application List* screen.
- At any point in the application process, clicking *Help* at the top or bottom of any screen will provide more detailed information or instructions.
- Assign a *Main Contact* for this application.
- Click on *Part 1* of the *Program Information* section.
- Enter deductions and complete grade span and grade 1-5 information for each building by either clicking in the appropriate cell or using the tab key to navigate to all buildings. To avoid losing data, use the *Save* button occasionally. It is possible to edit or add data after the initial *Save* process, just remember to *Save* when all data is finalized.
- If your district has any membership pupils who are educated in residential child care institutions and are eligible for free breakfast, lunch, or milk, click on *Available RCCI(s)* in the *General Information* section of the *Application Menu*.
- After identifying the appropriate RCCI(s) by Site Agreement Number, return to the *Application Menu* and click on *Add/Review Child Care Institutions,* then click on the *Add a RCCI* button. Follow the on-screen instructions to add or remove RCCI(s).
- Return to the *Application Menu* and click on Part 2 of the *Program Information* section. The appropriate RCCI(s) will be listed on the Part 2. Enter deductions and complete grade span and grade 1-5 information for each building by either clicking in the appropriate cell or using the tab key to navigate to all buildings. To avoid losing data, use the *Save* button occasionally. It is possible to edit or add data after the initial *Save* process, just remember to *Save* when all data is finalized.
- Return to the *Application Menu* and click on *Errors* at the top or bottom of the screen. MEGS will identify any errors in the application. Return to the appropriate pages and make corrections or complete data.
- Return to the *Application Menu* and *View a PDF of this Application* from the *Management Activities* section. Print a copy for your records.
- Return to the *Application Menu* and click on the *Submit Application* button.